



**City Council  
Pre-Agenda Meeting  
December 12, 2006  
4:00 p.m.**

**The regularly scheduled Pre-Agenda Meeting of the Trinity City Council was held on Tuesday, December 12, 2006 at Trinity City Hall, Trinity, NC 27370.**

**MEMBERS PRESENT:** Mayor, Fran Andrews; Council members Karen Bridges, Phil Brown, Barbara Ewings, Bob Labonte, Barry Lambeth, Dwight Meredith Edith Reddick, and Miles Talbert.

**MEMBERS ABSENT:** Council member Brown.

**OTHERS PRESENT:** City Manager Ann Bailie; City Attorney, Bob Wilhoit; City Planning/Zoning Code Enforcement Administrator, Adam Stumb; City Engineer Andy Larrick; City Clerk/Finance Officer, Debbie Hinson; and other interested parties.

**ITEM 1. Welcome**

Mayor Andrews called the December 12, 2006 Regular Pre-Agenda Meeting of the Trinity City Council to order at 4:01 pm and welcomed everyone present.

**ITEM II. Invocation**

The invocation was given by Council member Lambeth.

**III. Proposed Items for the December 19, 2006 Regular Meeting of the Trinity City Council**

**Public Hearing**

**1. Land Development Plan**

Mayor Andrews opened this item for discussion and or motion.

Discussion was opened by Council member Talbert who asked why this item was placed on the Agenda since he thought the item had been tabled. Mayor Andrews referred to the November 21, 2006 Minutes where Manager Bailie was instructed by consensus of Council to schedule the Public Hearing in December for the Land Use Plan.

It was Council member Talbert's opinion that this item should not be on the Agenda until after the Retreat.

*At this time, there was a motion by Council member Reddick to add this item to the December 19, 2006 Regular Meeting Agenda, and a second by Council member Lambeth.* Prior to the vote, Council member Meredith called for further discussion concerning whether to add this item to the agenda. During discussion, Attorney Wilhoit and Manager Bailie advised members that the Public Hearing could be held and Council could decide at that time if they wanted to take action or table this item for further discussion. Action is not required simply because the Public Hearing is held.

It was the opinion of Council member Meredith that the amount of discussion needed on this plan could not be done at a Regular Meeting and felt this item should be added to the Annual Retreat.

Council members Reddick and Bridges discussed the length of time already expended in this plan as well as the fact that 4 members of Council were chosen as representatives on the Land Development Committee and should have had already had input on this plan. Council member Labonte discussed his attendance at the Land Use Plan Meetings and remarked on the comments made at those meetings. It was his opinion that regardless of the comments made Council made the final decision how to proceed and how to put this document in the context they believe is best. It was his opinion there were several issues that needed to be discussed further prior to voting, whether discussion occurred at a Council Meeting or the Annual Retreat. Council member Ewings agreed with Council member Labonte. The

representatives from Council that participated with this plan will bring to the entire Council their recommendations and leave the decision to approve or make further changes to the entire Council. Council member Meredith discussed earlier conversations he had with Mr. Kron concerning the implementation of this plan. At no time did anyone ever mention there would be a list of committees, or how many persons would make up those committees. These items have shown up now at the time for adoption of this plan. Council member Labonte stated that he also did not remember hearing anything concerning the implementation of the plan, or developing a committee to implement the plan as well as some of the additional recommendations including the review of Open Space Requirements, Light Pollution, and Tree Protection. Council member Labonte stated that he had heard no discussion on some of these items at any of the meetings he attended and these were the objections that he had to this plan. Whatever was discussed at the Land Use Meetings is what should be presented to Council.

There was further discussion concerning the recommendation that was made by the Land Development Plan Committee and that was forwarded to the Planning/Zoning and approved as written. The following are recommendations and Council has the authority not to agree with these recommendations.

1. Adoption of the Land Use Plan.
2. Appointment of an Implementation Committee. This Committee would be responsible for implementing the plan because without implementing the plan does no good. Unless the Ordinances are changed to reflect what is contained in the plan then nothing changes. They also recommended the make up of the Committee, but Council does not have to go along with any of these recommendations. Some of the members on the Land Development Plan would like to be included in the implementation and follow it through. However, this is entirely up to Council.

The additional recommendations were areas of concerns noted by Committee Members during the course of all the meetings. The members wanted Council to be aware of these particular issues.

After further discussion, Mayor Andrews restated the ***motion by Council member Reddick to add this item to the December 19, 2006 Regular Meeting agenda and seconded by Council member Lambeth.*** At this time Mayor Andrews called for a vote on the motion and second.

The vote was as follows:

Ayes (add to the Agenda)

Nays (do not add to the Agenda)

***Council member Bridges  
Council member Lambeth  
Council member Reddick***

***Council member Ewings  
Council member Labonte  
Council member Meredith  
Council member Talbert***

***The motion to add this item to the December 19, 2006 Regular Meeting Agenda failed (did not pass) with 4 members voting against and 3 members voting in favor of the motion.***

After the vote, there was discussion concerning what the next step would be since this item was not going to appear on the Agenda. After discussion Council member Labonte stated that he would like to reconsider this item. Attorney Wilhoit advised Council member Labonte that a member from the prevailing side needed to make a motion to rescind the motion. At this time, ***Council member Labonte made a motion that Council rescind the vote taken earlier, seconded by Council member Talbert and approved unanimously.***

Mayor Andrews called for a new motion.

***Motion by Council member Reddick to add this item to the December 19, 2006 Regular City Council Meeting, seconded by Council member Lambeth with Council members Bridges, Ewings, Labonte, Lambeth, and Reddick voting Aye (to add the item to the agenda) and Council member Meredith voting Nay(not to add to the Agenda). Council member Talbert abstained from voting thus counting his vote as an Aye. The motion was approved 6 to 1.***

#### **Consent Agenda**

2. Consideration of minutes: Nov. 14, 2006 Pre-agenda Meeting
3. Consideration of minutes: Nov. 21, 2006 Regular City Council Meeting
4. 2007 Meetings/Holidays Schedule

***Motion by Council member Talbert to add these items to the December 19, 2006 Regular Meeting Agenda, seconded by Council member Ewings, and approved unanimously by all Council members present.***

## Unfinished Business

None

## New Business

### **5. Consider Special Intensity Allocation Request (SIA-06-07)**

*Motion by Council member Talbert to add this item to the December 19, 2006 Regular Meeting Agenda, seconded by Council member Labonte and approved unanimously by all Council members present.*

### **6. Annexation Petition A-2006-2: Consider Resolution Directing City Clerk to Investigate Sufficiency of Petition for Annexation**

*Motion by Council member Lambeth, seconded by Council member Meredith and approved 6 to 1 with Council member Bridges voting Nay to add this item to the December 19, 2006 Regular Meeting Agenda.*

### **7. Amendments to Guidelines and Procedures for Street Improvements**

Manager Bailie advised Council members that General Statutes dictated the proposed changes for this item. She advised Council these changes had been discussed with Attorney Wilhoit earlier as well as by the Infrastructure Committee and comes to Council with recommendation of approval.

*Motion by Council member Bridges to add this item to the December 19, 2006 Regular Meeting Agenda, seconded by Council member Ewings and approved unanimously by all Council members present.*

### **8. Consider Consolidating Two Existing Part-Time Positions Into One Part-Time Assistant City Clerk Position**

Manager Bailie discussed her meeting with the Personnel Committee and conversation that took place during that meeting. We currently have two (2) part time positions with one (1) of these positions filled by Diana Schreiber. She discussed the dual positions of City Clerk/Finance Officer currently being held by the City Clerk and the need to separate these positions at some point in time to have one (1) person for each position. Manager Bailie discussed her conversations with Ms. Schreiber and her interest in working more hours as an Assistant City Clerk with the main responsibility to consist of taking minutes of the Infrastructure and Planning and Zoning Board Meetings. Through discussions Ms. Schreiber has advised me that she can not work 40 hours at this time but would be willing to work 30 to 32 hours per week. I believe this would meet our needs at this time and would allow us to combine the two (2) part time positions.

Manager Bailie turned the discussion over to Council member Lambeth Personnel Committee Chairman.

Council member Lambeth advised Council members that the Personnel Committee had asked Manager Bailie to prepare some scenarios concerning the benefits packages and the approximate costs to the City to provide them. He discussed the information presented and the costs comparison. Whether we choose 30 or 32 hours to offer benefits the costs are similar. These benefits would be pro-rated as indicated by the chart. The Personnel Committee would like to know if Council would like to take advantage of combining the two (2) part time positions to one (1) position working 30 to 32 hours and be offered pro-rated benefits. The Personnel Committee agrees with the combination of the two (2) part time positions and offering benefits on a pro-rated basis.

After discussion among Council members concerning the combination of the positions as well as the number of hours required to qualify for pro-rated benefits, *Council member Talbert made a motion to approve the request to combine the two part-time positions into one part-time Assistant Clerk Position with a minimum of 32 hours per week, seconded by Council member Meredith and approved unanimously by all Council members present.*

**\*\* Action was taken on this item; therefore this item will not appear on the December 19, 2006 Regular Meeting Agenda. \*\***

### **A. Amendments to Benefits Schedule (Barry Lambeth, Chair, Personnel Committee)**

There was discussion between Council members and Manager Bailie concerning a decision to allow pro-rated holidays, vacations, and health insurance benefits, to employees working 32 hours or more per week. Also discussed was to allow any employee the option to enroll with the Credit Union as well as 401 K program. The City will not provide a match at this time for the 401K program; therefore there will be no cost to the City for benefits for either of these two (2) benefits.

*After discussion, motion by Council member Bridges to approve the benefits package for any employee working 32 hours or more per week, seconded by Council member Reddick, and approved unanimously by all Council members present.*

*\*\* Action was taken on this item; therefore this item will not appear on the December 19, 2006 Regular Meeting Agenda. \*\**

**9. Appointments to Planning and Zoning Board/Board of Adjustment**

- A. Ward 1**
- B. Ward 2**
- C. Ward 4**

**10. Appointments to Infrastructure Committee**

- A. Ward 1**
- B. Ward 2**
- C. Ward 3**
- D. Ward 4**

There was discussion between Council members, Mayor Andrews, and Manager Bailie concerning who was currently up for reappointment in each Ward and the procedure that would be used to determine reappointments as well as the reasons for appointments in all Wards on the Infrastructure Committee. Manager Bailie advised members that the current Ordinance stated that a Council member from each particular Ward will make a recommendation for appointment within their ward. The Infrastructure Committee is not on staggered terms at this time, therefore seats from all Wards must be considered. There are 2 seats available on Ward 2 but only one (1) member currently serving from this Ward. The other seat is available for appointment.

*Motion by Council member Talbert to add Items 9 and 10 to the December 19, 2006 Regular Meeting Agenda, seconded by Council member Ewings, and approved unanimously by all Council members present.*

**Additional Pre-Agenda Meeting Business**

**IV. Business from Mayor and Council**

▪ **Office Hours for Deputy**

Mayor Andrews discussed conversations between she and Manager Bailie concerning the possibility of having our deputy available for 2 hours at City Hall once per week or once every other week for citizens to come by and discuss problems or related items during that time

*After discussion between Council and Mayor it was the **consensus of Council that this was a good idea and the time should be 3:30 to 5:00 pm on a bi-weekly basis. This item will not be an action item on the agenda, however Manager Bailie should check with the deputy and then make an announcement at the appropriate time.***

Council member Talbert updated Council members on the Colonial Heights project. The contractor believes they have found the leak.

Mr. Andy Larrick, Davis-Martin-Powell and Associates advised members that the contractors have replaced an entire section of the pipe from manhole to manhole. The contractor will check for leaks again tomorrow and hopefully will be able to put this line in service this week.

**V. Business from City Manager**

- **Retreat**
- **Tentative Date: Feb. 3**
- **Agenda Items**

Manager Bailie advised members that the Retreat had been scheduled for February 03, 2006 and asked if any Council member had a conflict with this date to please advise her as soon as possible. Ms. Ginger Booker has penciled this date in. She asked that Council members forward to her Agenda items for the Retreat. Manager Bailie advised members that she planned to have Ms. Booker attend the January Pre-Agenda Meeting and discuss the Retreat with you as she did last year to decide on a final agenda.

### **Comparison Chart Davidson Water Billing verses Billing from City of Thomasville for Sewer Treatment**

We discussed previously the discrepancy between these billings, however, we believe that the City of Thomasville has repaired the meter and this should be corrected. There was also discussion concerning the meeting held in Thomasville last week with Attorney Wilhoit, myself, the Thomasville City Manager and Attorney to try to resolve the Availability Fee issue currently being charged to the City of Trinity. We are not paying the fee.

### **Phase 2 Update**

Staff mailed 260 letters to Phase 2 residents advising them of the financing opportunities for low income residents as well as reminding them of the deadline for payment of the tap fees. We are identifying low income residents that may be eligible for the hook-up grants in this Phase when we apply again for this grant after the system is installed and operational.

### **Planning/Zoning Meeting**

The Planning/Zoning Board will hold a meeting at 7:00 pm tonight at Trinity United Memorial Methodist Church to consider initial zoning for the Morris Road Annexation project that is now called Hopewell Village. At this time Manager Bailie turned discussion over to Mr. Stumb.

Mr. Stumb provided members with a copy of the Agenda for the Planning Meeting to be held tonight that included what the Planning/Zoning Board would be considering as well as the staff report, staff comments, Conditional Zoning list with permitted uses that have been discussed. I have reviewed these with the applicant and have taken some out and may take out some more as a result of comments made during the Public Hearing process. Also included are positive and negative comments of the site plans, pictures concerning garages where the garage is not imposing on the house and does not take up the most of the facade. The last thing included is the site plan. The overall density is approximately 2.3 units per acre and does include single family and town home units. The developer is not proposing apartments at this site. There is approximately 70 acres of open space shown at this time. Approximately 10 acres of the open space is a conversation easement but it also includes greenway connections, open areas, and cemetery preservation.

Some of the lots are clustered. The advantage being that even though there is a smaller lot there will be more open space. The breakdown is approximately 1.9 for single family homes and 3.74 for town home units.

Manager Bailie advised Council if the Planning/Zoning Board took action on this item tonight it will be included on Council's agenda in January for consideration for annexation and initial zoning.

Mayor Andrews discussed a meeting that she attended that was also attended by Mr. Hal Johnson Planner with Randolph County. He presented a power point presentation that illustrated the county would be going to high density development on the outskirts of the City of Trinity. Development in this area is expected to be high density as far as the county is concerned. The county does not want sprawl in the county due to the cost of infrastructure, transportation, etc.

### **VI. Adjournment**

With no further business to discuss, ***motion by Council member Ewings to adjourn the December 12, 2006 Pre Agenda Meeting at 5:25 pm, seconded by Council member Meredith and approved unanimously by all Council members present.***

**These minutes were approved as written by the Trinity City Council at their Regularly Scheduled Meeting held on January 30, 2007 upon motion by Council member Bridges, seconded by Council member Labonte and approved unanimously by all Council members present.**